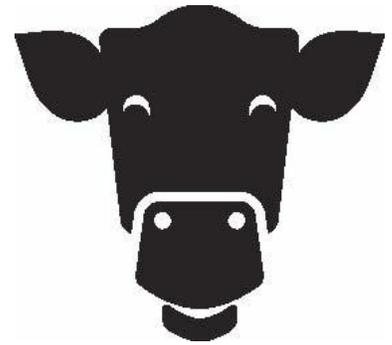


TILLAMOOK URBAN RENEWAL AGENCY
BUDGET FOR FISCAL YEAR
2017-2018



All Starr Signs



Goodspeed Park Skatepark



Tillamook Senior Citizens Center



Hogquarton House Parking Lot



Oh My Stars Building

TILLAMOOK URBAN RENEWAL AGENCY
210 Laurel Avenue
Tillamook OR 97141

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Tillamook Urban Renewal Agency

2017-2018 Budget

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The Dairylands
Tillamook, OR

**Tillamook Urban Renewal Agency
Budget Committee
FY 2017-2018**

Board of Directors

Chair Adam Schwend
2510 3rd Street
Tillamook OR 97141

Vice Chair Tom Connaughton
307 Main Avenue
Tillamook OR 97141

Carolyn Decker
255 Bluebird Lane
Tillamook OR 97141

Cheryl Davy
402 Douglas Avenue
Tillamook OR 97141

Doug Henson
1130 Meadow Avenue
Tillamook OR 97141

Ruth LaFrance
7730 Trask River Road
Tillamook OR 97141

Suzanne Weber
314 Miller Avenue
Tillamook OR 97141

Budget Committee

Alene Allen
1102 5th Street
Tillamook OR 97141

Justin Aufdermauer
4205 Filbert Ave
Tillamook OR 97141

Steve Fladstol
3409 Alder Lane
Tillamook OR 97141

Teri Fladstol
3409 Alder Lane
Tillamook OR 97141

Pat Kehr
303 Miller Ave
Tillamook OR 97141

Sheryl Pingel
2418 8th Street
Tillamook OR 97141

Staff:

TURA Administrator – Paul Wyntergreen
Executive Assistant – Debbi Reeves

**Tillamook Urban Renewal Agency
Budget Committee Meeting
Public Notice and Agenda
May 8, 2017 - 5:30 PM**

Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141

- 1. CALL TO ORDER**
- 2. ROLL CALL and INTRODUCTIONS**
- 3. ELECTION OF OFFICERS**
 - a. Budget Chair
 - b. Budget Vice Chair
 - c. Budget Secretary
- 4. APPROVAL OF BUDGET COMMITTEE MINUTES FROM**
- 5. BUDGET MESSAGE**
- 6. REVIEW OF BUDGET DOCUMENTS FOR FISCAL YEAR**
- 7. RECOMMEND APPROVAL OF BUDGET TO TURA BOARD OF DIRECTORS**
- 8. ADJOURNMENT**

This is a public meeting per ORS Chapter 192. The Board reserves the right to adjourn into Executive Session per ORS 192.660. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458 (TTY) OR 1-800-848-4442 (VOICE). Se anima a los ciudadanos que tengan interés en el tema (s) del orden del día para asistir a esta reunión es una reunión pública por Estatutos Revisados de Oregon 192, con el testimonio público permitiéndole, una vez reconocido por el Presidente del Comité. El comité anteriormente se reserva el derecho celebrar una sesión ejecutiva por los Estatutos Revisados de Oregon Capítulo 192.660. El Ayuntamiento es accesible a discapacitados. Por favor, póngase en contacto con la oficina del administrador de la ciudad deben ser adaptaciones especiales requerida. Los ciudadanos con impedimentos visuales o manuales pueden comunicarse con el Servicio de Retransmisión de Oregon llamando al 1-800-648-3458 (TTY) or 1-800-848-4442 (VOZ).

Tillamook Urban Renewal Agency Budget Committee Meeting Minutes

April 25, 2016

1. CALL TO ORDER, ROLL CALL, and INTRODUCTIONS

Present: TURA Chair Doug Henson
TURA Vice Chair Adam Schwend
Board Member Alene Allen
Board Member Carolyn Decker
Board Member Ruth LaFrance
Board Member Suzanne Weber
Budget Committee Member Sheryl Pinglel
Budget Committee Member Pat Kehr
Budget Committee Member Jorge Rios
Budget Committee Member Steve Fladstol
Budget Committee Member Teri Flatstol

Absent: Board Member Cheryl Davy
Budget Committee Member Justin Aufdermauer

Staff Present: Paul Wyntergreen, TURA Administrator
Debbi Reeves, Executive Assistant

The Tillamook Urban Renewal Agency Budget Committee Meeting was called to order by Budget Chair Carolyn Decker at 5:30 PM on April 25, 2016. All present around the table introduced themselves. C. Davy and J. Aufdermauer were absent from the Budget Committee Meeting.

2. ELECTION OF OFFICERS

~~~~~ Budget Chair

~~~~~ Budget Vice Chair

~~~~~ Budget Secretary

The first order of business was to elect Budget Officers for Fiscal Year 2016-2017. Chair Decker opened the floor for nominations for Budget Chair.

**MOTION:** TURA Chair Doug Henson, **SECOND:** TURA Vice Chair Adam Schwend

D. Henson nominated Pat Kehr for Budget Chair. A. Schwend seconded the motion. There were no further nominations. The vote was called for and passed unanimously.

**VOTE:** AYE: TURA Chair Doug Henson, TURA Vice Chair Adam Schwend, Board Member Alene Allen, Board Member Carolyn Decker, Board Member Ruth LaFrance, Board Member Suzanne Weber, Budget Committee Member Sheryl Pinglel, Budget Committee Member Pat Kehr, Budget Committee Member Jorge Rios, Budget Committee Member Steve Fladstol, Budget Committee Member Teri Flatstol

Budget Chair Pat Kehr opened the nominations for Budget Vice Chair.

**MOTION:** Board Member Ruth LaFrance, **SECOND:** Board Member Alene Allen

R. LaFrance nominated Sheryl Pingel for Budget Vice Chair. The motion was seconded by A. Allen. There were no other nominations. The vote was called for and passed unanimously.

**VOTE:** AYE: TURA Chair Doug Henson, TURA Vice Chair Adam Schwend, Board Member Alene Allen, Board Member Carolyn Decker, Board Member Ruth LaFrance, Board Member Suzanne Weber, Budget Committee Member Sheryl Pinglel, Budget Committee Member Pat Kehr, Budget Committee Member Jorge Rios, Budget Committee Member Steve Fladstol, Budget Committee Member Teri Flatstol

Budget Chair Pat Kehr opened the floor for nominations for Budget Secretary.

**MOTION:** Board Member Ruth LaFrance, **SECOND:** Board Member Suzanne Weber

R. LaFrance made a motion to nominate Jorge Rios for Budget Secretary. S. Weber seconded the motion. There were no other nominations. The vote was called for and the motion passed unanimously.

**VOTE:** AYE: TURA Chair Doug Henson, TURA Vice Chair Adam Schwend, Board Member Alene Allen, Board Member Carolyn Decker, Board Member Ruth LaFrance, Board Member Suzanne Weber, Budget Committee Member Sheryl Pinglel, Budget Committee Member Pat Kehr, Budget Committee Member Jorge Rios, Budget Committee Member Steve Fladstol, Budget Committee Member Teri Flatstol

### 3. APPROVAL OF BUDGET COMMITTEE MINUTES FROM APRIL 27, 2015

April 25, 2016 - Page 2 of 4

Budget Chair P. Kehr asked for approval of the minutes from the Budget Committee Meeting held on April 27, 2015.

**MOTION:** Board Member Suzanne Weber, **SECOND:** TURA Vice Chair Adam Schwend

S. Weber made a motion to approve the minutes of the April 27, 2015 Budget Committee Meeting as written. The motion was seconded by A. Schwend. There was no discussion or corrections. The motion passed unanimously.

**VOTE:** AYE: TURA Chair Doug Henson, TURA Vice Chair Adam Schwend, Board Member Alene Allen, Board Member Carolyn Decker, Board Member Ruth LaFrance, Board Member Suzanne Weber, Budget Committee Member Sheryl Pinglel, Budget Committee Member Pat Kehr, Budget Committee Member Jorge Rios, Budget Committee Member Steve Fladstol, Budget Committee Member Teri Flatstol

**4. 2016 BUDGET MESSAGE - Paul Wyntergreen, TURA Administrator**

TURA Administrator P. Wyntergreen proceeded to go over the Budget Message included in the meeting packet. He gave a brief explanation of Urban Renewal Agencies and redevelopment. He spoke about the Tax Increment Finance (TIF) Fund and the General Fund, noting these are the only 2 funds the agency has. He commented on the approved projects and the existing projects and noted the ODOT Intersection project and private projects. He explained the difference between what are considered public projects and what are considered private projects. There was a discussion about the funding of these different types of projects.

**5. REVIEW OF BUDGET DOCUMENTS FOR FISCAL YEAR 2016-2017**

P. Wyntergreen proceeded to go over the budget forms with the committee. He commented on form LB-10, which shows the TIF Fund resources and requirements. He noted the tax revenue line shows an increase of 5% from the previous year. He also noted the revenue from the interest line is being moved to the General Fund to eliminate redundant interest lines in the budget. This change had been discussed with the auditors, who agreed. P. Wyntergreen commented on the debt service. He continued to go through the LB-20 form on resources, speaking on loan repayment to the agency and potential grant money received. He then went over the LB-31 form regarding the requirements for Materials and Services and Capital Outlay. There were comments and questions regarding several of the lines that were changed from previous years, which were explained. Capital Outlay lines 22 and 23 were discussed as well as the loan requirements set by Oregon Coast Bank for funding public projects. P. Wyntergreen also noted the 10% unappropriated ending fund balance.

**6. RECOMMEND APPROVAL OF 2016-2017 BUDGET TO TURA BOARD OF DIRECTORS**

**MOTION:** TURA Vice Chair Adam Schwend, **SECOND:** Budget Committee Member Teri Flatstol

A. Schwend made a motion to approve the Tillamook Urban Renewal Agency budget for Fiscal Year 2016-2017 as presented and recommend it to the TURA Board of Directors. Teri Flatstol seconded the motion. There was no further discussion. The vote was called for and the motion passed unanimously.

**VOTE:** AYE: TURA Chair Doug Henson, TURA Vice Chair Adam Schwend, Board Member Alene Allen, Board Member Carolyn Decker, Board Member Ruth LaFrance, Board Member Suzanne Weber, Budget Committee Member Sheryl Pinglel, Budget Committee Member Pat Kehr, Budget Committee Member Jorge Rios, Budget Committee Member Steve Fladstol, Budget Committee Member Teri Flatstol

## 7. ADJOURNMENT

P. Wyntergreen thanked the Budget Committee for their time and there being no further business, Budget Chair Pat Kehr adjourned the meeting at 5:50 P.M.

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Budget Committee Secretary Jorge Rios

Respectfully Submitted By:

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Executive Assistant Debbi Reeves

April 25, 2016 - Page 4 of 4

## **Tillamook Urban Renewal Agency 2017-2018 Budget Message**

### **BACKGROUND:**

TURA has received tax revenues for 10 years and has been providing assistance since 2009. The Agency has approximately 16 years left in its 25-year plan, as the 2012 substantial amendment extended the approximate life of the Agency to 2033. The 2012 substantial plan amendment affected tax revenue projections with a loss of taxable property from the district, but that is now slowly increasing as building construction and renovations take place.

The Agency has been working towards the goals and objectives of the Plan with projects that improve and revitalize properties within the district boundaries. The Plan contains six goals for the Agency to focus on and projects implemented thus far have remained true to those goals. (See Appendix)

### **THIS FISCAL YEAR:**

Anticipated tax revenue estimates for 2017-2018 are still conservative figures due to the effect of the substantial plan amendment in 2012. We have anticipated approximately 10% of an increase from last fiscal year.

General Fund cash carry-over is lower this year than in past years as the Agency provided a large short-term loan for renovations to one of the cornerstone properties in the town center area for a new business venture. The Agency also receives monthly loan payments from several loans made over the past few years. There are two balloon payments due in this fiscal year. The agency will use these repayment funds for private project assistance.

Materials and Services remain steady with slight increases. Agency Bond insurance is on a 3-year pre-paid plan and is due in November 2017, therefore a budget amount is included for this year. The General Fund Unappropriated Ending Fund Balance is 10%, as in previous years.

Capital Outlay lines include public project funding from the Oregon Coast Bank credit line. The majority of the credit line has been committed to public projects including the 2<sup>nd</sup> Street Pilot project, which began in 2014 but has been on hold since the ODOT Hwy 101/US 6 Intersection project began construction in the area. There is approximately \$160,000 left of the \$300,000 amount committed to that project. The Agency is currently reviewing this project for a potential Request for Proposal (RFP) for design services on 2<sup>nd</sup> Street. The Agency's focus is still in the town center area

and the 2nd Street Pilot Project area. The 2<sup>nd</sup> Street Plaza is currently in the construction phase and should be completed by summertime.

**PROJECTS:**

The TURA Board of Directors approved a priority public project list in 2015 for upcoming years. Projects include sidewalk repairs, parking, city gateways, murals, visitor signage, underground utilities, ODOT Intersection project assistance, Hadley Ball Fields, and the Holden Creek project.

The Agency assisted in a new paver parking lot adjacent to the Hoquarton House Interpretive Center in 2016. There will likely be another paver parking lot project as part of the Sue H. Elmore Park project. Sidewalk repairs on 3<sup>rd</sup> Street have been completed and several underground electrical projects have also been completed. There are additional sidewalk and electrical undergrounding projects coming up on 12<sup>th</sup> Street and the bridge.

The following project commitments will carry over from Fiscal Year 2016-2017:

- 1) The **2nd Street Pilot Project** (public project) continues with an approximate line balance of \$160,000. TURA has funded benches, alley gate art, plaza underground electrical, and plaza construction through this item.
- 2) The **de Garde Brewing** (private project) renovation project of the old NAPA building has begun after being held up by DEQ last year. TURA committed \$100,000, which we expect to partially be paid out in FY 2016-17 and the balance paid out in FY 2017-18.
- 3) The **Tillamook Area Chamber of Commerce** (private project) renovation project was approved for assistance of \$80,000. This funding may partially be paid out in FY 2016-17 and the balance paid in FY 2017-18.
- 4) Renovation to the **Sue H. Elmore Park** (public project) in conjunction with the ODOT Intersection project will carry over from FY 2016-17 to FY 2017-18. The Agency has committed \$270,000 to the renovations for the park.
- 5) The **Tillamook Fire District** (public project) applied for and received a grant commitment of approximately \$22,500 for a new parking lot, which should be paid out in FY 2017-18.

- 6) The **Tillamook Lightwave** (public project) project should receive their \$20,000 grant commitment in FY 2017-18.

Public projects will be funded from the Oregon Coast Bank credit line until that credit line has been fully expended.

Private project funding will come from the loan repayments to the Agency. The Agency will most likely need to look at debt consolidation and refinancing in FY 2018-2019. TLC Fibre Federal Credit Union has expressed an interest in helping the Agency when the time comes.

The Agency is currently in an update and review process of their assistance program. The program is expected to change to a Public Project application and a Private Project application with no limits on requested funding and continual acceptance of applications throughout the year. The Proposal and Justification Committee would interview the applicant at a pre-application meeting and determine the impact of the project for the community. After full application submission, the committee would submit their recommended assistance amount and contract details to the Board of Directors for approval or denial.

As always, TURA project assistance will only continue as the Agency accumulates debt, accepts and awards funding for private loan and /or grant applications, public project funding, and receives loan repayment for private projects.

Financial planning is an integral part of project assistance for the Agency Board of Directors as well as the Budget Committee.

**RESOURCES AND REQUIREMENTS**

**FORM  
LB-10**

Tax Increment Financing (TIF)

Tillamook Urban Renewal Agency

(Fund)

(Name of Municipal Corporation)

|    | Historical Data                    |                                   |                                          | DESCRIPTION<br>RESOURCES AND REQUIREMENTS       | Budget for Next Year 2017-2018 |                                 |                              |    |
|----|------------------------------------|-----------------------------------|------------------------------------------|-------------------------------------------------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                   | Adopted Budget<br>This Year<br>2016-2017 |                                                 | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2014-2015 | First Preceding<br>Year 2015-2016 |                                          |                                                 |                                |                                 |                              |    |
|    |                                    |                                   |                                          | RESOURCES                                       |                                |                                 |                              |    |
|    |                                    |                                   |                                          | Beginning Fund Balance:                         |                                |                                 |                              |    |
| 1  | 210,990                            | 120,938                           | 310,000                                  | 1 Cash on hand (cash basis)                     | 125,000                        |                                 |                              | 1  |
| 2  | 11,689                             | 7,820                             | 10,000                                   | 2 Previously levied taxes to be received        | 10,000                         |                                 |                              | 2  |
| 3  | 2,110                              | 3,403                             | 0                                        | 3 Interest Earned                               | 0                              |                                 |                              | 3  |
| 4  | 0                                  | 1,855,237                         | 0                                        | 4 Other Revenues - Debt Consolidation           | 0                              |                                 |                              | 4  |
| 5  |                                    |                                   |                                          | 5                                               |                                |                                 |                              | 5  |
| 6  |                                    |                                   |                                          | 6                                               |                                |                                 |                              | 6  |
| 7  |                                    |                                   |                                          | 7                                               |                                |                                 |                              | 7  |
| 8  |                                    |                                   |                                          | 8                                               |                                |                                 |                              | 8  |
| 9  | <b>224,789</b>                     | <b>1,987,398</b>                  | <b>320,000</b>                           | 9 Total Resources, except taxes to be levied    | 135,000                        |                                 | 0                            | 9  |
| 10 |                                    |                                   | <b>275,000</b>                           | 10 Taxes estimated to be received               | 290,000                        |                                 |                              | 10 |
| 11 | <b>247,696</b>                     | <b>256,041</b>                    |                                          | 11 Taxes collected in year levied               |                                |                                 |                              | 11 |
| 12 | <b>472,485</b>                     | <b>2,243,439</b>                  | <b>595,000</b>                           | 12 TOTAL RESOURCES                              | <b>425,000</b>                 |                                 | 0                            | 12 |
|    |                                    |                                   |                                          | REQUIREMENTS                                    |                                |                                 |                              |    |
| 1  | 167,920                            | 1,900,501                         | 150,000                                  | 1 Public Debt Service                           | 169,800                        |                                 |                              | 1  |
| 2  | 0                                  | 0                                 | 57,500                                   | 2 Private Debt Service                          | 55,200                         |                                 |                              | 2  |
| 3  | 127                                | 15,461                            | 200                                      | 3 Bank & Loan Fees                              | 200                            |                                 |                              | 3  |
| 4  | 183,500                            | 0                                 | 287,300                                  | 4 Transfer out to General Fund                  | 99,800                         |                                 |                              | 4  |
| 5  |                                    |                                   |                                          | 5                                               |                                |                                 |                              | 5  |
| 6  |                                    |                                   |                                          | 6                                               |                                |                                 |                              | 6  |
| 7  |                                    |                                   |                                          | 7                                               |                                |                                 |                              | 7  |
| 8  |                                    |                                   |                                          | 8                                               |                                |                                 |                              | 8  |
| 9  |                                    |                                   |                                          | 9                                               |                                |                                 |                              | 9  |
| 10 |                                    |                                   |                                          | 10                                              |                                |                                 |                              | 10 |
| 11 |                                    |                                   |                                          | 11                                              |                                |                                 |                              | 11 |
| 12 |                                    |                                   |                                          | 12                                              |                                |                                 |                              | 12 |
| 13 |                                    |                                   |                                          | 13                                              |                                |                                 |                              | 13 |
| 14 |                                    |                                   |                                          | 14                                              |                                |                                 |                              | 14 |
| 15 |                                    |                                   | 100,000                                  | 15 Reserve for Future Debt Service (Restricted) | 100,000                        |                                 |                              | 15 |
| 16 | <b>120,938</b>                     | <b>327,477</b>                    | 0                                        | 16. UNAPPROPRIATED ENDING FUND BALANCE          | 0                              | 0                               | 0                            | 16 |
| 17 | <b>472,485</b>                     | <b>2,243,439</b>                  | <b>595,000</b>                           | 17. TOTAL REQUIREMENTS                          | <b>425,000</b>                 | 0                               | 0                            | 17 |

# RESOURCES

**FORM  
LB-20**

**General Fund**  
(Fund)

**Tillamook Urban Renewal Agency**  
(Name of Municipal Corporation)

|    | Historical Data                           |                                          |                                                 | RESOURCE DESCRIPTION                   | Budget for Next Year <u>2017-2018</u> |                                 |                                     |           |
|----|-------------------------------------------|------------------------------------------|-------------------------------------------------|----------------------------------------|---------------------------------------|---------------------------------|-------------------------------------|-----------|
|    | Actual                                    |                                          | Adopted Budget<br>This Year<br><u>2016-2017</u> |                                        | Proposed By<br>Budget Officer         | Approved By<br>Budget Committee | Budget Adopted By<br>Governing Body |           |
|    | Second Preceding<br>Year <u>2014-2015</u> | First Preceding<br>Year <u>2015-2016</u> |                                                 |                                        |                                       |                                 |                                     |           |
|    |                                           |                                          |                                                 | Beginning Fund Balance:                |                                       |                                 |                                     |           |
| 1  | 49,432                                    | 349,475                                  | 611,200                                         | 1 Available cash on hand* (cash basis) | 312,000                               |                                 |                                     | 1         |
| 2  | 28                                        | 138                                      | 2000                                            | 2 Interest Investment Earnings         | 2,000                                 |                                 |                                     | 2         |
| 3  | 34,588                                    | 42,379                                   | 163,600                                         | 3 Long Term Loan Repayment (to Agency) | 367,000                               |                                 |                                     | 3         |
| 4  | 0                                         | 1,350                                    | 1,000                                           | 4 Late Charges and Fees                | 200                                   |                                 |                                     | 4         |
| 5  | 248,775                                   | 0                                        | 0                                               | 5 Deposit/Refund                       | 0                                     |                                 |                                     | 5         |
| 6  |                                           |                                          |                                                 | 6                                      |                                       |                                 |                                     | 6         |
| 7  |                                           |                                          |                                                 | 7                                      |                                       |                                 |                                     | 7         |
| 8  |                                           |                                          |                                                 | 8                                      |                                       |                                 |                                     | 8         |
| 9  |                                           |                                          |                                                 | 9                                      |                                       |                                 |                                     | 9         |
| 10 |                                           |                                          |                                                 | 10                                     |                                       |                                 |                                     | 10        |
| 11 |                                           |                                          |                                                 | 11                                     |                                       |                                 |                                     | 11        |
| 12 |                                           |                                          |                                                 | 12                                     |                                       |                                 |                                     | 12        |
| 13 |                                           |                                          |                                                 | 13 <b>OTHER RESOURCES</b>              |                                       |                                 |                                     | 13        |
| 14 | 0                                         | 0                                        | 20,000                                          | 14 Grants and Donations                | 20,000                                |                                 |                                     | 14        |
| 15 | 137,728                                   | 441,877                                  | 495,000                                         | 15 Obligated Loan Proceeds             | 350,000                               |                                 |                                     | 15        |
| 16 | 0                                         | 0                                        | 550,000                                         | 16 Future Loan Proceeds                | 250,000                               |                                 |                                     | 16        |
| 17 | 183,500                                   | 0                                        | 287,300                                         | 17 Transfer in from TIF                | 99,800                                |                                 |                                     | 17        |
| 18 |                                           |                                          |                                                 | 18                                     |                                       |                                 |                                     | 18        |
| 19 |                                           |                                          |                                                 | 19                                     |                                       |                                 |                                     | 19        |
| 20 |                                           |                                          |                                                 | 20                                     |                                       |                                 |                                     | 20        |
| 21 |                                           |                                          |                                                 | 21                                     |                                       |                                 |                                     | 21        |
| 22 |                                           |                                          |                                                 | 22                                     |                                       |                                 |                                     | 22        |
| 23 |                                           |                                          |                                                 | 23                                     |                                       |                                 |                                     | 23        |
| 24 |                                           |                                          |                                                 | 24                                     |                                       |                                 |                                     | 24        |
| 25 |                                           |                                          |                                                 | 25                                     |                                       |                                 |                                     | 25        |
| 26 |                                           |                                          |                                                 | 26                                     |                                       |                                 |                                     | 26        |
| 27 |                                           |                                          |                                                 | 27                                     |                                       |                                 |                                     | 27        |
| 28 |                                           |                                          |                                                 | 28                                     |                                       |                                 |                                     | 28        |
| 29 |                                           |                                          |                                                 | 29                                     |                                       |                                 |                                     | 29        |
| 30 |                                           |                                          |                                                 | 30                                     |                                       |                                 |                                     | 30        |
| 31 |                                           |                                          |                                                 | 31                                     |                                       |                                 |                                     | 31        |
| 32 |                                           |                                          |                                                 | 32                                     |                                       |                                 |                                     | 32        |
| 33 | <b>654,051</b>                            | <b>835,219</b>                           | <b>2,130,100</b>                                | 33 <b>TOTAL RESOURCES</b>              | <b>1,401,000</b>                      | <b>0</b>                        | <b>0</b>                            | <b>33</b> |

\*Includes Unappropriated Balance Budgeted Last Year

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**General Fund  
(Fund)**

**Tillamook Urban Renewal Agency**

| Line Item | Historical Data                           |                                          |                                                 | EXPENDITURE DESCRIPTION                                    | Number of Employees | Range* | Budget for Next Year <u>2017-2018</u> |                                 |                              |           |
|-----------|-------------------------------------------|------------------------------------------|-------------------------------------------------|------------------------------------------------------------|---------------------|--------|---------------------------------------|---------------------------------|------------------------------|-----------|
|           | Actual                                    |                                          | Adopted Budget<br>This Year<br><u>2016-2017</u> |                                                            |                     |        | Proposed by<br>Budget Officer         | Approved by<br>Budget Committee | Adopted by<br>Governing Body |           |
|           | Second Preceding<br>Year <u>2014-2015</u> | First Preceding<br>Year <u>2015-2016</u> |                                                 |                                                            |                     |        |                                       |                                 |                              |           |
| 1         |                                           |                                          |                                                 | <b>1</b>                                                   |                     |        |                                       |                                 |                              | <b>1</b>  |
|           |                                           |                                          |                                                 | <b>Materials &amp; Services</b>                            |                     |        |                                       |                                 |                              |           |
| 2         | 97                                        | 107                                      | 250                                             | 2 Bank Fees                                                |                     |        | 100                                   |                                 |                              | 2         |
| 3         | 45,387                                    | 46,712                                   | 48,000                                          | 3 IGA Services                                             |                     |        | 50,000                                |                                 |                              | 3         |
| 4         | 616                                       | 12,187                                   | 10,000                                          | 4 Legal Services                                           |                     |        | 12,000                                |                                 |                              | 4         |
| 5         | 1,180                                     | 997                                      | 2,000                                           | 5 Advertising/Publications Notices                         |                     |        | 2,000                                 |                                 |                              | 5         |
| 6         | 363                                       | 0                                        | 1,000                                           | 6 Agency/Community Meeting Expense                         |                     |        | 1,000                                 |                                 |                              | 6         |
| 7         | 179                                       | 240                                      | 1,500                                           | 7 Office Supply                                            |                     |        | 1,500                                 |                                 |                              | 7         |
| 8         | 26                                        | 85                                       | 150                                             | 8 Postage                                                  |                     |        | 100                                   |                                 |                              | 8         |
| 9         | 0                                         | 0                                        | 10,000                                          | 9 Consulting Fees/Professional Services                    |                     |        | 10,000                                |                                 |                              | 9         |
| 10        | 6,300                                     | 4,900                                    | 6,500                                           | 10 Financial/Audit Services                                |                     |        | 7,000                                 |                                 |                              | 10        |
| 11        | 0                                         | 0                                        | 100                                             | 11 Internet Web Services                                   |                     |        | 100                                   |                                 |                              | 11        |
| 12        | 882                                       | 0                                        | 2,500                                           | 12 Conference and Education                                |                     |        | 4,000                                 |                                 |                              | 12        |
| 13        | 0                                         | 0                                        | 1,000                                           | 13 Appraisals and Inspections                              |                     |        | 1,000                                 |                                 |                              | 13        |
| 14        | 0                                         | 830                                      | 5,000                                           | 14 Agency Loan Fees                                        |                     |        | 5,000                                 |                                 |                              | 14        |
| 15        | 0                                         | 0                                        | 0                                               | 15 Insurance                                               |                     |        | 3,000                                 |                                 |                              | 15        |
| 16        | 413                                       | 317                                      | 2,000                                           | 16 Other Types of Expense                                  |                     |        | 3,000                                 |                                 |                              | 16        |
| 17        |                                           |                                          |                                                 | 17                                                         |                     |        |                                       |                                 |                              | 17        |
| 18        |                                           |                                          |                                                 | 18                                                         |                     |        |                                       |                                 |                              | 18        |
| 19        | <b>55,443</b>                             | <b>66,375</b>                            | <b>90,000</b>                                   | <b>19 Sub Total Materials &amp; Services</b>               |                     |        | <b>99,800</b>                         | <b>0</b>                        | <b>0</b>                     | <b>19</b> |
| 20        |                                           |                                          |                                                 | 20                                                         |                     |        |                                       |                                 |                              | 20        |
| 21        |                                           |                                          |                                                 | <b>Capital Outlay</b>                                      |                     |        |                                       |                                 |                              | 21        |
| 22        | 600                                       | 15,175                                   | 450,000                                         | 22 Private Façade Loan & Grants                            |                     |        | 220,000                               |                                 |                              | 22        |
| 23        | 8,329                                     | 20,493                                   | 575,100                                         | 23 Public Streetscape Neighborhood Beautification Projects |                     |        | 320,000                               |                                 |                              | 23        |
| 24        | 258,607                                   | 166,260                                  | 725,000                                         | 24 Obligated Agency Approved Project                       |                     |        | 574,000                               |                                 |                              | 24        |
| 25        | 0                                         | 0                                        | 20,000                                          | 25 Grants & Donations (to Agency)                          |                     |        | 20,000                                |                                 |                              | 25        |
| 26        | 171                                       | 2,524                                    | 5,000                                           | 26 Project Fees                                            |                     |        | 5,000                                 |                                 |                              | 26        |
| 27        |                                           | 10,000                                   | 50,000                                          | 27 Match Commitments                                       |                     |        | 35,000                                |                                 |                              | 27        |
| 28        |                                           |                                          |                                                 | 28                                                         |                     |        |                                       |                                 |                              | 28        |
| 29        |                                           |                                          |                                                 | 29                                                         |                     |        |                                       |                                 |                              | 29        |
| 30        |                                           |                                          |                                                 | 31                                                         |                     |        |                                       |                                 |                              | 30        |
| 31        | <b>267,707</b>                            | <b>214,452</b>                           | <b>1,825,100</b>                                | <b>32 Sub-Total Capital Outlay</b>                         |                     |        | <b>1,174,000</b>                      | <b>0</b>                        | <b>0</b>                     | <b>31</b> |
| 32        |                                           |                                          |                                                 | 32                                                         |                     |        |                                       |                                 |                              | 32        |
| 33        |                                           |                                          |                                                 | 33                                                         |                     |        |                                       |                                 |                              | 33        |
| 34        | <b>323,150</b>                            | <b>280,827</b>                           | <b>1,915,100</b>                                | <b>34 TOTAL EXPENDITURES</b>                               |                     |        | <b>1,273,800</b>                      |                                 |                              | <b>34</b> |
| 35        | 49,432                                    | 0                                        | 215,000                                         | 35 UNAPPROPRIATED ENDING FUND BALANCE 10% (restricted)     |                     |        | 127,200                               |                                 |                              | 35        |
| 36        | <b>372,582</b>                            | <b>280,827</b>                           | <b>2,130,100</b>                                | <b>36 TOTAL RESOURCES</b>                                  |                     |        | <b>1,401,000</b>                      | <b>0</b>                        | <b>0</b>                     | <b>36</b> |



# The Dairylands

Tillamook, OR

## NOTICE OF BUDGET COMMITTEE MEETING

### Tillamook Urban Renewal Agency

A public meeting of the Budget Committee of the Tillamook Urban Renewal Agency, State of Oregon, Tillamook County, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018, will be held at Tillamook City Hall, 210 Laurel Avenue, Tillamook OR 97141. The meeting will take place on May 8, 2017 at 5:30 PM.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after May 5, 2017 at Tillamook City Hall, 210 Laurel Avenue, Tillamook OR 97141, between the hours of 8:00 AM and 4:00 PM or at web address [www.tillamookor.gov](http://www.tillamookor.gov).

Notice Posted: City Hall – April 18, 2017  
[www.tillamookor.gov](http://www.tillamookor.gov) – April 18, 2017

Notice Published: Tillamook Headlight Herald – April 26, 2017

150-504-073-1 (Rev 1/16)

City of Tillamook - Tillamook Urban Renewal Agency  
Budget Calendar  
Fiscal Year 2017/2018

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CITY BUDGET COMMITTEE                                                                                                                                                       | URBAN RENEWAL BUDGET COMMITTEE            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b><u>PREPARING THE BUDGET</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                           |
| <b>1. BUDGET OFFICER APPOINTED.</b> Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.                                                                                                                                                                                                                                                                                | Paul Wyntergreen                                                                                                                                                            |                                           |
| Council to appoint budget committee members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | April 17, 2017                                                                                                                                                              |                                           |
| Council to set two budget committee meeting dates for both budgets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | #1) May 8, 2017<br>#2) May 22, 2017                                                                                                                                         |                                           |
| <b>2. PROPOSED BUDGET PREPARED.</b> The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee and to be available to the public.                                                                                                                                                                                                                                                                                                                                           | May 5, 2017                                                                                                                                                                 |                                           |
| <b><u>APPROVING THE BUDGET</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                           |
| <b>3. BUDGET OFFICER PUBLISHES NOTICE.</b> When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." It must be published at least twice, 5 to 30 days before the scheduled budget committee meeting date, separated by at least 5 days. One notice may be published once in a newspaper (5 to 30 days prior to the scheduled budget committee meeting) as long as it is also published on the local government's website at least 10 days before the meeting. PUT WEB ADDRESS ON NOTICES | Website Notice - April 26, 2017<br>Published Notice - April 26, 2017<br>(submit to newspaper by April 21 before noon)                                                       |                                           |
| Prepare budget committee packets for pickup.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | May 5, 2017                                                                                                                                                                 |                                           |
| <b>4. BUDGET COMMITTEE MEETS.</b> At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the budget committee. The copies may be distributed at the advertised meeting. When the budget is given to the budget committee, it becomes a public record and must be made available to the public.                                                                                                                             | 1) May 8, 2017      2) May 22, 2017                                                                                                                                         |                                           |
| <b>5. COMMITTEE APPROVES BUDGET.</b> When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved.                                                                                                                                                                                                                                                                                                                                              | 1) May 8, 2017 or 2) May 22, 2017                                                                                                                                           |                                           |
| <b><u>ADVERTISING AND HOLDING HEARINGS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                             |                                           |
| <b>6. NOTICE OF BUDGET HEARING AND FINANCIAL SUMMARY.</b> The budget summary and notice of budget hearing are published at the same time. If the hearing notice is published by newspaper only one publication is required and there is no internet publication requirement. The budget summary and hearing notice are published not less than 5 days or more than 30 days before the budget hearing.                                                                                                                                                           | Submit to newspaper before May 25, 2017 at noon<br>for publication on May 31, 2017<br>(publish once at least 5 days prior, but not more than 30 days prior to meeting date) |                                           |
| <b>7. BUDGET HEARING HELD.</b> After the budget is approved, a budget hearing must be held by the governing body. The budget hearing must be held by the governing body on the date specified on the public notices. The purpose of the hearing is to receive citizen's testimony on the budget. Additional hearings may be held, and all hearings are open to the public.                                                                                                                                                                                      | June 19, 2017<br>@ 7:00 p.m.                                                                                                                                                | June 14, 2017<br>@ 5:30 p.m.              |
| <b><u>ADOPTING THE BUDGET</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                             |                                           |
| <b>8. BUDGET ADOPTED, APPROPRIATIONS MADE, TAX LEVY DECLARED AND CATEGORIZED.</b> By law the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. After the budget hearing, the governing body adopts the budget. It should not be formally adopted until the latter part of June so last-minute revisions can be incorporated.                                                                                                                | Adoption<br>June 19, 2017<br>7:00 p.m.                                                                                                                                      | UR Adoption<br>June 14, 2017<br>5:30 p.m. |
| 1. The governing body must enact a resolution to formally adopt the budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Resol. #                                                                                                                                                                    | Resol. #                                  |
| 2. The governing body must enact a resolution to make appropriations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Resol. #                                                                                                                                                                    | Resol. #                                  |
| 3. The governing body must enact a resolution to levy & categorize any tax.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Resol. #                                                                                                                                                                    | Resol. #                                  |
| <b>9. BUDGET FILED AND LEVY CERTIFIED.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                             |                                           |
| 1. Districts levying a property tax must submit to the county assessor's office on or before July 15: 2 copies of notice of levy and the categorization certification, and two copies of the four resolutions. At the same time, one copy of the complete budget should go to the county clerk.                                                                                                                                                                                                                                                                 | File July 1, 2017                                                                                                                                                           | UR - File July 1, 2017                    |

Tillamook Urban Renewal Agency  
 Project Commitments and Project Funds  
 Current as of  
 April 20, 2017

| OUTSTANDING COMMITMENTS                 | PAYOUT YEAR   | PRIVATE AMOUNT      | PUBLIC AMOUNT       |
|-----------------------------------------|---------------|---------------------|---------------------|
| Hoquarton House                         | 16-17         | \$5,875.25          |                     |
| Candace Ryding Project                  | 16-17         | \$1,537.85          |                     |
| Tillamook Lightwave                     | 17-18         |                     | \$20,000.00         |
| 2nd Street Pilot Project                | 17-18         |                     | \$161,167.00        |
| de Garde Brewing                        | 16-17 & 17-18 | \$100,000.00        |                     |
| Sue H Elmore Park Renovations           | 17-18         |                     | \$270,000.00        |
| College to Clinic Sidewalks - Phase 2   | 16-17         |                     | \$11,939.65         |
| Tillamook Senior Center #2              | 16-17         | \$7,075.00          |                     |
| Tillamook Fire District                 | 17-18         |                     | \$22,516.00         |
| Tillamook Chamber of Commerce           | 16-17 & 17-18 | \$80,000.00         |                     |
| Carolyn Decker - Decker Real Estate     | 16-17         | \$11,750.00         |                     |
| 2nd Street Plaza Underground Electrical | 16-17         |                     | \$47,000.00         |
|                                         | <b>TOTAL</b>  | <b>\$206,238.10</b> | <b>\$532,622.65</b> |

| PRIVATE FUNDS AVAILABLE            | AMOUNT              |
|------------------------------------|---------------------|
| Total of all General Fund Accounts | \$519,563.00        |
| <b>Minus</b> the above commitments | <b>\$206,238.10</b> |
| <b>Remaining Balance</b>           | <b>\$313,324.90</b> |

| PRIVATE LOAN BALLOON PAYMENTS DUE | DATE         | AMOUNT              |
|-----------------------------------|--------------|---------------------|
| Pelican Brewing Company           | 9/30/2017    | \$91,643.00         |
| OBB Partners V                    | 10/1/2017    | \$235,103.09        |
| Pelican Brewing Company           | 8/15/2018    | \$93,196.51         |
| Candace and Ross Ryding           | 8/17/2018    | \$60,000.00         |
|                                   | <b>TOTAL</b> | <b>\$479,942.60</b> |

| PUBLIC FUNDS AVAILABLE                              | AMOUNT              |
|-----------------------------------------------------|---------------------|
| Oregon Coast Bank Credit Line (August 2015)         | \$1,581,254.22      |
| Total of all public project funds spent (4/20/2017) | <b>\$476,843.58</b> |
|                                                     | <b>TOTAL</b>        |
| <b>Minus</b> the above commitments                  | <b>\$532,622.65</b> |
| <b>Remaining Balance of Credit Line</b>             | <b>\$571,787.99</b> |



## Tillamook Urban Renewal Agency TURA Goals and Objectives

The purpose of this Urban Renewal Plan is to eliminate blighting influences found in the Tillamook Urban Renewal Area, to implement goals and objectives of the Tillamook Comprehensive Plan, and to support the continued development of the plan area as a safe, clean, and affordable mixed-use community.

### **Goal One: Promote private development to increase the City's economic base**

Objectives:

- 1.a. Improve the ratio of profitable business to residential growth within the City and immediate area surrounding the district.
- 1.b. Improve streets, streetscapes, parks, and public buildings and spaces to enhance investment and development of existing commercial areas within the City and district.
- 1.c. Assist property owners in rehabilitating existing buildings and property to accommodate more profitable and alluring commercial businesses.
- 1.d. Increase the number of family wage jobs within the district.
- 1.e. Help create economic vitality by promoting and creating activities and encouraging uses that bring a significant amount of new business activity and new people into the downtown area.
- 1.f. Support and assist in implementing the City's Comprehensive & Town Center Plans.

### **Goal Two: Improve and retain existing profitable businesses**

Objectives:

- 2.a. Entice private investments in new development and redevelopment in the commercial area of the district.
- 2.b. Encourage retention and expansion of profitable businesses within the commercial areas of the district.
- 2.c. Support and assist in implementing the City's Comprehensive and Town Center plans.

### **Goal Three: Provide efficient, safe, and effective streets, streetscapes and open spaces**

Objectives:

- 3.a. Enhance streetscapes by installing street lighting, street furniture, banners, planters, and other amenities.
- 3.b. Reconstruct existing roadways and sidewalks where needed and in a manner meeting the objectives of the Plan.
- 3.c. Construct new streets to provide connectivity and encourage private investment.
- 3.d. Address and improve pedestrian safety on Main and Pacific Avenues.
- 3.e. Improve pedestrian and bicycle access to and through the renewal area.
- 3.f. Create pedestrian spaces that are attractive areas for residents and employees that stimulate economic activity and enhance livability.
- 3.g. Construct or reconstruct utilities (including electrical, water, sewer, and storm sewer) as necessary to encourage and permit development of private properties and public amenities.

**Goal Four: Maintain, remodel, and construct public parks and open spaces, public facilities and public safety facilities to maintain and enhance safety in the renewal area and increase public utilization of the renewal area**

Objectives:

- 4.a. Evaluate the adequacy of public facilities serving the renewal area.
- 4.b. Repair, improve, or construct new public facilities to enable appropriate service within the renewal area.
- 4.c. Develop convenient, attractive parking facilities close to shopping, entertainment, and business destinations.
- 4.d. Improve or construct public parking facilities to support profitable business and activities in the area.

**Goal Five: Upgrade and repair existing buildings within the renewal area**

Objectives:

- 5.a. Improve the appearance of existing buildings in order to enhance the overall aesthetics of the renewal plan.
- 5.b. Repair and improve existing historical buildings for architectural continuity and a revitalized appearance.
- 5.c. Improve the safety of older buildings in regard to seismic stability, fire safety, building code compliance and accessibility to persons with disabilities by repairing or upgrading existing buildings to current code.
- 5.d. Promote the redevelopment of existing buildings and areas that are inconsistent with the goals and objectives of this Plan in manners that benefit the entire economic development effort and the property owners.

**Goal Six: Provide for new housing units that collectively reflect a diversity of housing types, occupancy (rental and owner occupied) and income levels in the City**

Objectives:

- 6.a. Provide a wide range of housing opportunities to accommodate households at all income levels, including low income, moderate-income, and market rate rental and owner-occupied housing which support prospective residential markets in, adjacent to, and near the area.
- 6.b. Provide assistance to help maintain and assist in the rehabilitation of the stock of existing housing in the renewal area.
- 6.c. Assist in the development of quality housing for a range of household incomes that are representative of the City as a whole.
- 6.d. Rehabilitate existing housing stock.

The above information is from the Tillamook Urban Renewal Plan Amended June 18, 2012. A full copy of the TURA Plan can be viewed at [www.tillamookor.gov/urban-renewal](http://www.tillamookor.gov/urban-renewal).